

YOU ARE REQUIRED TO COMPLETE, IN FULL, ALL THE FIELDS FOLLOWING. PLEASE AVOID PHRASES SUCH AS 'REFER TO CV' OR SIMILAR. **POSITION DETAILS** Job applying for (Ref No) TEMPORARY HUMAN RESOURCES CLERK (SCANNING & EFILING) (11/44) Where did you learn about this job vacancy? <u>Newspaper</u> If yes, please specify _____ **Visiting a Non-US Embassy Website** If yes, please specify _____ **Visiting the Embassy website Word of mouth PERSONAL INFORMATON** Title (Dr/Mr/Mrs/Ms/Miss/Other) Other Last Name(s)/Surname(s) **First Name** What is your citizenship? Are you a dual national? If yes, please provide details of your nationalities?

NB: If you do not <u>currently</u> have the legal right to work in the UK you will not be eligible to apply for a position at US Embassy. Embassy London HR will require verification of eligibility, if you are invited to the assessment for the position. Other UK Visa Type	
Issue Date	
Expiry Date	
Restrictions (if applicable)	
Email	
Home Address	_
Daytime Telephone Number	
If hired, are there any accommodations the Embassy would need to provide in order for you to perform all the essential duties and functions of this position? If yes, please provide details.	
What is your current notice period/What is your availability to work?	_
What days are you able to work as part of a regular work schedule?	•
Are you willing to adopt a flexible approach to carrying out duties and special projects, occasionally outside of normal working hours?	
HIRING PREFERENCE	

Are you claiming any of the following hiring preferences, based upon your status as either a U.S. Citizen Eligible Family Member (USEFM) or U.S. Veteran? Please see 'Instructions for Completing the DS-174' for additional information about the USEFM and U.S. Veterans hiring preference. Full definitions of each preference are also provided on our website at http://london.usembassy.gov/hrd/applying.html.

(Please select only one)	1			
Control of the contro				
I am a U.S. Citizen EFM and also a U.S. Veteran.				
If yes, please provide the name of the spouse or sponsoring employee:				
I am a U.S. Veteran.				
If you answered 'yes' to Veterans Preference, please Member 4. If this document is <u>not</u> provided when a given.	• • • • • • • • • • • • • • • • • • • •			
I am a U.S. Citizen EFM.				
If yes, please provide the name of the spouse or spor	nsoring employee:			
I am neither a U.S. Citizen EFM, nor a U.S. Veteran.				
LANGUAGE SKILLS				
How would you rate your English skills?	Speak = Level Read = Level			
Level 1 = Basic Knowledge	Write = Level			
Level 2 = Limited Knowledge	write - Level			
<u> </u>				
Level 3 = Good Working Knowledge Level 4 = Fluent				
Level 5 = Professional Translator				
Level 5 = Professional Translator				
Do you speak any other languages?				
	If yes, please state the language and level			
Level 1 = Basic Knowledge	below:			
Level 2 = Limited Knowledge				
Level 3 = Good Working Knowledge	Language:			
Level 4 = Fluent	Speak = Level			
Level 5 = Professional Translator	Read = Level			
	Write = Level			
	Language:			
	Speak = Level			
	Read = Level			
	Write = Level			
ESSENTIAL HIRING REQUIREMENTS FOR THIS POSITION	ON			
In the following sections, please provide full and specific information about how you meet the essential requirements for the position.				
If you do not most the requirements for this position	If you do not meet the requirements for this position, you will not be shortlisted			

Qualifications:		
Do you have 4 GCSEs or an equivalent academic qualification?		
Please provide details – Institution, qualification and grade.		
Which computer packages are you familiar with?		
Please provide two references. If the interview panel determines that you are the best person for the job, your past two most recent employers will be contacted and asked to provide employment references for you prior to a tentative offer of employment being made	Reference 1: Name: Address: Telephone No: Email:	
	Reference 2: Name: Address: Telephone No:	
	Email:	
I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or	Signature:	
fraudulent information on or attached to this application may be grounds for not hiring me, or for termination/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily	Date: mm-dd-yyyy	
give on or attached to this application may be investigated.		

PLEASE ATTACH A CURRENT CV WITH THIS FORM